

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Thomas J. Harriger			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed Hot Mix Asphalt (HMA) Testing, primarily at the Kalkaska HMA Lab, North Region				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 3/4/09	TIME DUE 4:00 PM
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Thomas J. Harriger
1088 M-32 East
Gaylord, MI 49735

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
AS NEEDED CONSTRUCTION SERVICES
Hot Mix Asphalt (HMA) Testing**

2009 CONTROL SECTION & JOB NUMBERS:

69013 – 102804A	43022 – 59570A
05071 – 79647A	28011 – 103213A
67051 – 79593A	83061 – 79356A
67031 – 87076A	45011 – 79023A

These projects are scheduled for the **2009** construction season. An equivalent amount of HMA testing work is anticipated for the **2010** construction. Other projects performed throughout the Region which require HMA testing may be added.

PROJECT LOCATION:

This scope of services will be provided at primarily, but not limited to, the Kalkaska HMA Testing Laboratory. The projects requiring testing services will be administered primarily by, but not limited to, the Cadillac or Traverse City Transportation Service Centers (TSC).

DESCRIPTION OF WORK:

Provide complete HMA testing services, as needed and requested by the Project Manager, for the Michigan Department of Transportation (MDOT) North Region. This work includes:

- Completion of all HMA Quality Assurance Testing requirements and other HMA Testing as directed.
- Completion of all paperwork necessary for the project files.
- Testing services will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling.
- Testing services from one or more vendor may be utilized concurrently at the HMA Testing Lab.
- The Consultant shall work under the direction of the Resident Engineer/Transportation Service Center Delivery Engineer.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

ANTICIPATED START DATE: May 26, 2009

ANTICIPATED COMPLETION DATE: May 20, 2011

PRIMARY PREQUALIFICATION CLASSIFICATION:

Bituminous Plant Inspection & Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Thomas J. Harriger, P.E.
MDOT North Region Office
1088 M-32 East
Gaylord, MI 49735
989-731-5090
harrigert@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION

The Consultant shall provide, to the satisfaction of the Department, As Needed HMA Testing services as generally described herein:

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the Testing Services described herein. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules and regulations.
- D. The Consultant agrees to demonstrate knowledge of current MDOT specifications, special provisions, supplemental specifications, AASHTO, ASTM, and MDOT test procedures and Bureau of Highway Instruction Memorandum. The Consultant shall demonstrate ability to perform to the satisfaction of MDOT all required sampling and testing requirements contained in said publications. The Consultant shall demonstrate ability to understand MDOT documentation practices and be available to assist in any TSC office work necessary to complete all HMA construction activities within the North Regional Area in accordance with the project documents.
- E. The Consultant shall demonstrate knowledge and performance in compliance with the standard construction practices of the Department; relating to method, volumetric and superpave testing and equipment. The Consultant must supply the Department with

personnel that possess industry certification in the Michigan Bituminous QA/QC Technician Certification Program. North Region anticipates **approximately 3600 hours** of testing will be required.

- F.** The Consultant will notify the MDOT Project Manager, in writing, prior to any personal changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

G. North Regional Area

Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Montmorency, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon and Wexford and other surrounding counties influenced by North Regional activities.

H. Project Documents

All current versions of the following publications and documentation:

- Construction Contracts involving HMA operations
- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT Materials Sampling Guide
- Bureau of Highway Instruction Memorandum
- And any and all other references, guidelines, or procedure manuals needed to carry out the work described herein in an appropriate manner

I. North Region Transportation Service Centers

Alpena TSC
1540 Airport Road
Alpena, MI 49707
989-356-2231

Cadillac TSC
100 E. Chapin Street
Cadillac, MI 49601
231-775-3487

Grayling TSC
1680 Hartwick Pines Road
Grayling, MI 49738
989-344-1802

Traverse City TSC
2084 US-31S, Suite B
Traverse City, MI 49684
231-941-1986

J. North Region HMA Testing Laboratories

Kalkaska HMA Testing Laboratory
Kalkaska M&T Laboratory
807 North Birch Street
Kalkaska, MI 49646
231-258-4223

Hillman HMA Testing Laboratory
Hillman Maintenance Garage
410 N. State Street
Hillman, MI 49746
989-742-4223

CONSULTANT RESPONSIBILITIES

The Consultant shall perform testing operations in accordance with the Department's Personnel Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy on MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform testing operations in accordance with MIOSHA regulations and accepted safety practices.

- A.** All Consultant personnel involved in testing HMA mixture shall possess and maintain industry certification in the Michigan Bituminous QA/QC Technician Certification Program. No substitution of personnel shall be allowed without the approval of the Project Manager in charge of this contract.
- B.** The Consultant shall provide, to the satisfaction of the Department, all testing services required to complete the Department's requirements for HMA Quality Control and Quality Assurance Testing for all North Region construction projects. The Consultant shall perform all reporting, measurement, computation, and documentation required by the Project Documents and as directed by the Project Manager.
- C.** All work will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for testing will be as prescribed by the Specifications, proposal, MDOT HMA Production Manual and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.
- D.** Acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT HMA Production Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- E.** The Consultant shall immediately bring to the attention of the North Region Traveling Mix Inspector, TSC Delivery Engineer and Project Manager the failure by the Contractor to comply with a specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.
- F.** The Consultant will accurately report, measure, compute, and document all testing work in accordance with the Specifications, plans, proposal, MDOT HMA Production Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- G.** The Consultant shall provide their own transportation to and from the MDOT HMA Testing Lab to perform these services.

- H. The Consultant shall attend all project related meetings when directed by the Region Traveling Mix Inspector, TSC Delivery Engineer and/or Project Manager.
- I. All personnel involved in testing HMA mixture shall have cellular phones and be responsible for paying all phone costs associated with this project. If the cellular phones provided by the Consultant are not carried on the person of the tester, pagers shall also be provided.
- J. The Consultant shall be proficient in working with English and metric units.
- K. The Consultant shall provide mentoring and training to MDOT personnel, at the HMA Testing Lab, for all testing services required to complete the Departments requirements for HMA Quality Control and Quality Assurance Testing.

TESTING AND REPORTING

- A. **HMA Testing:** Sample, as required, and test HMA materials and document results. The Consultant shall refer to the Plans, Proposal, HMA Production Manual, and any and all other applicable references, guidelines, and/or procedures manuals. Immediately inform the Region Traveling Mix Inspector and TSC Delivery Engineer of non-compliance material and trends toward borderline compliance.
- B. **Testing Reports:** Submit test reports, including but not limited to, the forms listed in Appendix A of the HMA Production Manual to the distribution list within required time limits. The Consultant shall deliver all documentation to the Transportation Service Center and be responsible for sending reports to the Transportation Service Center, HMA Testing Lab in Lansing and the Contractor as well as bagging, tagging and preparing daily samples for pickup by MDOT personnel.

MDOT RESPONSIBILITIES

- A. The Project Manager shall furnish to the Consultant all project specific construction contracts, proposals, plans, plan revisions, written instructions, report forms, and/or data as deemed necessary by the Project Manager for the services required herein.
- B. The Department shall be responsible for the sampling and transportation of all materials to be tested by Consultant personnel.
- C. The Project Manager shall provide general monitoring and quality auditing inspection of the HMA testing at assure that the Service has been completed in reasonable conformance with the specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.

- D. The TSC Delivery Engineer will arrange and conduct the Preproduction meeting as well as prepare and distribute the meeting minutes.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.